

## Appendix L

### SITE Checklist (To be completed by Contracting Officer)

*Note: The checklist covers most of the important information needed for the contract file. These are not just for SITE; they are necessary for all contracting personnel to adhere to meet regulatory requirements and to help set up the task order and solicitation. Additional requirements may be imposed by the issuing DCO.*

Customer / COR Provided Documentation	Yes	N/A
Acquisition Plan (only if required by DCO)	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report (only if required by DCO)	<input type="checkbox"/>	<input type="checkbox"/>
Performance Work Statement (PWS) or Statement of Objectives (SOO)	<input type="checkbox"/>	<input type="checkbox"/>
Selection Evaluation Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance Performance Plan (QASP)	<input type="checkbox"/>	<input type="checkbox"/>
Independent Government Estimate (IGE)	<input type="checkbox"/>	<input type="checkbox"/>
Funding Documents (PR, MIPR, Interagency Agreement, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Classified Contract Requirements (DD 254)	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423) (N/A when SOO requires contractor development)	<input type="checkbox"/>	<input type="checkbox"/>
Determination & Findings (D&F) (for MIPRs)	<input type="checkbox"/>	<input type="checkbox"/>
Justification and Authorization (J&A) (for non-competitive procurements)	<input type="checkbox"/>	<input type="checkbox"/>
Safety Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (applies when using appropriated funds) (PWS Statement or Attachment)	<input type="checkbox"/>	<input type="checkbox"/>
Packaging Instructions	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) (PWS Statement) (Applicable if work performed on government installations)	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contracting Office Provided Documentation</b>		
Contracting Officer's Representative (COR) Appointment Letter	<input type="checkbox"/>	<input type="checkbox"/>
DD 2579 (Small Business Coordination)	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance (Applicable to Iraq/Afghanistan)	<input type="checkbox"/>	<input type="checkbox"/>
Source Selection Plan (SSP)	<input type="checkbox"/>	<input type="checkbox"/>
Request for Order Proposal (RFOP)	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Are all documents annotated with the appropriate distribution statement/export control notification? ☐ Yes ☐ No ☐ Not Applicable

Proprietary data should not be included as part of the data package. Have you ensured that no proprietary data is included? ☐ Yes ☐ No ☐ Not Applicable

Place of Performance:

☐ Contractor's Facility

☐ Government Location(s):

**If performance is on a Government location, identify working space, materials, equipment, services and other support that will be provided in the PWS.**

Class I Ozone Depleting Substances:

☐ I have reviewed the requirements, including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS), nor is it written so that it can only be met by the use of a Class I ODS.

☐ I have attached the approved ODS waiver.

Will HAZMAT be used or generated during performance of the task order? ☐ Yes ☐ No

Will Government Furnished Property (GFP) be provided? ☐ Yes ☐ No - If yes, identify GFP and GFP delivery schedule. Also indicate which of the following is applicable:

☐ FOB Origin ☐ FOB Destination ☐ MILSTRIP

**Note: If the GFP was previously authorized under another contract, please provide the contract number and the name and phone number of the cognizant DCO. This information is required before a Task Order can be awarded.**

Do you have a technical support contractor involved in working this program? ☐ Yes ☐ No  
If yes, please provide name and company.

Will you have Non-Government Advisors participating in the technical proposal evaluation?

☐ Yes ☐ No (If yes, please provide the names and company below. This information must be included in the RFOP and accepted by Offerors before proposals are submitted.)